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State Records  
of South Australia



# Administration of the State Records Act 1997

Annual Report

For the year ending 30 June 2012

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The Hon Michael O'Brien MP

Minister for the Public Sector

Dear Minister

I have pleasure in providing you with the sixteenth report on the administration of the *State Records Act 1997* for you to present to both Houses of Parliament.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Terry Ryan', with a stylized, cursive script.

Terry Ryan  
**DIRECTOR**  
**STATE RECORDS OF SOUTH AUSTRALIA**

28 September 2012

## 1. Overview

State Records was part of the Department of the Premier and Cabinet during 2011-12 and is referenced in its annual report. The *State Records Act 1997* (the Act) prescribes the functions of State Records and this annual report documents the administration of the Act and those functions for the year ended 30 June 2012. The Honourable Gail Gago MLC, Minister for Public Sector Management, was responsible for the Act and State Records until October 2011, when the Honourable Michael O'Brien MP, Minister for the Public Sector, assumed responsibility.

In December 2011 the Minister for the Public Sector acknowledged the State's long history of archival management by unveiling a plaque on the State's, and Australia's, first archive – the old Armoury Building at the rear of the Art Gallery, now the Radford Auditorium. Established in 1920 the building housed the records of State and Local government as well as those belonging to societies, companies, institutions, statesmen and explorers. The plaque supported a long campaign by the Friends of South Australia's Archives and was a contribution to the State's 175th birthday celebrations.

During the year the collection of permanent official records continued to grow with over 1400 shelf metres of archival records transferred to the archive at Gepps Cross. This meant that the repository reached capacity and to make space for new transfers, non-permanent records, a legacy of past practices, were returned to agencies. To address the need for additional storage requirements the Government secured a long term lease and completed the fitout of the old National Archives repository at Collinswood. To create further space at Gepps Cross, relocation of permanent records to the Collinswood facility began.

Over 170 400 new descriptive items were created and added to the ArchivesOne system during the reporting year, and a further 140 series of records already in the collection had description information improved. As a result, the public can request additional records through the catalogue search engine, ArchivesSearch.

State Records and the National Archives of Australia continue to successfully co-locate access services in the city. To acknowledge the partnership, the name of the State Records facility in Leigh Street was changed to the South Australian Archives Centre.

The State Records training program continues to provide public servants with the skills needed to adequately manage official records. Courses are also delivered via correspondence, which is of great value to those outside the metropolitan area. The pool of appropriately trained staff within government is increasing, providing the opportunity for agencies to operate more efficiently and effectively.

During the reporting year State Records worked with State Government agencies and Local Government authorities to promote best practice records management. Agencies advise that while being aware of their obligations, achieving adequate practice is a major challenge in these tight budgetary times.

State Records is proud of its achievements and acknowledges key contributions of the State Records Council, the Across-Government Information and Records Management Strategy Group, the Privacy Committee of South Australia, Local Government authorities, the Crown Solicitor's Office and SA Link-up Nunkuwarrin Yunti.

In addition, collaborative relationships with the Council of Australasian Archives and Records Authorities and the Australasian Digital Recordkeeping Initiative have also contributed to the success of the organisation.

## 2. Role of State Records of South Australia

State Records has general responsibility for administration of the Act under the Minister for the Public Sector.

The Objects of the Act are: to establish State Records as the principal repository for official records; ensure official records of enduring value are preserved; promote best practice in records management by all State Government agencies and Local Government authorities (referred to as agencies herein); and provide access to official records for the public and agencies.

The Act prescribes the following functions for State Records under section 7:

- a) receive official records into its custody
- b) ensure the organisation, retention, conservation and repair of official records in its custody
- c) make determinations (with the approval of the State Records Council) as to the disposal of official records
- d) publish, or assist in the publication of, indexes of, and other guides to, the official records in the custody of State Records or official records whose delivery into State Records' custody has been postponed or is subject to an exemption granted by the Director of State Records
- e) provide for public and agency access to the official records in the custody of State Records
- f) assist in identifying official records in the custody of State Records, the disclosure of which might constitute a contravention of Aboriginal tradition
- g) provide advice and assistance to agencies with respect to their records management practices
- h) issue standards (following consultation with the State Records Council) relating to records management and assist in ensuring that agencies observe best practice in records management
- i) promote awareness of State Records and its functions
- j) perform any other functions assigned to State Records by this or any other Act or by the Minister.

State Records also approves agency notifications to destroy records and can survey agency records management practices.

In accordance with section 7 (j) of the Act, State Records also:

- supports the Minister in the administration of the *Freedom of Information Act 1991* and the Information Privacy Principles;
- supports the Privacy Committee of South Australia and the State Records Council; and
- administers the State's Copyright use agreements.

### 3. The Organisation

To achieve its legislated functions State Records had 47.3 full time equivalents comprising 57 staff some of whom are part-time. The total includes a project team of 4.1 temporary full time equivalents for the establishment of the Collinswood repository and relocation of records. The organisation is structured into six teams.

- Government Recordkeeping – provides records management advice and assistance to agencies through direct communications; development and delivery of records management training; development of standards, policies and guidelines; administration of across-government records-related procurement mechanisms; records destruction approvals and surveys of agency performance.
- Collection Management Services – provides support to the State Records Council; makes determinations on the disposal of official records; provides archival advice and assistance to agencies; receives archival records into the collection; creates indexes of those records; and is responsible for the conservation of archival records in the repository.
- Reference and Access Services – provides access to the archives; provides advice and assistance to the public about research methodologies that facilitate their research; provides advice to agencies on access determinations; improves accessibility to records related to Aboriginal people; and delivers public programs to targeted audiences to enhance knowledge of State Records and its collection.
- Business Operations Support Services – provides support to the organisation in the areas of: business systems; human resources; OHS&W, records management; financial processing; building facility management and maintenance; travel and accommodation arrangements; coordination of training, website maintenance; and corporate reporting.
- Freedom of Information and Privacy – provides advice and assistance to the Minister, agencies and the public; provides executive support to the Privacy Committee of South Australia; develops and promulgates policies and guidelines; administers the across-government freedom of information management system; and develops and delivers training for Accredited FOI Officers.
- Executive – leads organisation; manages the budget; negotiates and administers the State's copyright use agreements under the Commonwealth's Copyright Act.

State Records has implemented a range of family-friendly work practices that include part-time employment; job-share; work-from-home; paternity leave, transition back to work following maternity leave and purchased leave.

## 4. Functions

The functions defined under the Act are listed in section 2 of this report. The following information provides a summary of key activities undertaken during the reporting year and priorities for 2012-13.

### 4.1 Receive records

#### 4.1.1 Transfers

Official records can be temporary (kept for certain periods) or permanent (kept forever). Temporary records are stored in agencies and with private sector storage providers and permanent records are stored at the State's archival records repositories.

Agencies are required to transfer their permanent official records to State Records if they are no longer required for administrative purposes or if fifteen years have passed since they were created – whichever occurs first.

During the reporting year 691 consignments of permanent value records were transferred to State Records – 518 from State Government agencies and 173 from Local Government authorities. These transfers culminated in the accessioning (formal acceptance into the archival collection) of 1433 shelf metres of records (around ten million pages).

The agency that transferred the largest amount of records to State Records this year was the Department of Primary Industries and Regions SA with approximately 150 shelf metres. Once again, large transfers of records were received from Glenside Hospital with approximately 100 linear metres transferred. South Australia Police and the Public Trustee also contributed significant amounts.

Transfers of historical interest received this financial year include:

- Discharge and discharge-on-trial papers, 1846-1909 – Adelaide and Parkside Lunatic Asylum,
- Various records of Hindmarsh Cemetery,
- Reports of the City Inspector, 1915-1978 – City of Unley.
- Index of Letters Sent, c1946-c1989 – Department for Correctional Services,
- Admission registers, 1903-1930 – Thebarton Boys Technical School,
- Assessment Books, 1888-1968 – Snowtown District Council, and
- Assessment books, 1894-1977 – District Council of Port Wakefield.

For a detailed list of records transferred to the custody of State Records during 2011-12 please see <http://www.archives.sa.gov.au/archivesearch/transfersofinterest.html>

#### 4.1.2 Storage

##### Official records of permanent value

State Records takes custody of archival records of permanent value that have been transferred by agencies. They are housed in the State's repositories at Gepps Cross and Collinswood.

During the reporting year, approximately 600 linear metres of non-permanent records previously taken into custody were returned to agencies. This provided a small amount of space in the Gepps Cross repository for storing transfers until the Collinswood repository was available.

### **Official records of temporary value**

The Approved Service Provider List (the List) for Temporary Records Storage and Related Services was established by State Records to enable agencies to appropriately store official records of temporary value.

The List consists of private sector service providers who satisfy compliance requirements including: the physical nature of the storage facilities; environmental conditions; security; safety; information systems; and processes. The agreement with Approved Service Providers enables fees to be capped, ensuring smaller agencies are not disadvantaged due to their size.

The List consists of the following service providers:

- Archive Security;
- Fort Knox Records Management;
- Grace Records Management;
- Iron Mountain Australia; and
- Recall Information Management.

At the end of the reporting year agencies stored 144 054 shelf metres of temporary records with private sector providers, an increase of almost 20 000 shelf metres from 2010-11.

During 2011-12 State Records audited the providers on the List against key contractual, process and service obligations. Audit results, including recommendations for any remedial action, will be reported to the providers during 2012-13.

## **4.2 Organisation and repair of records**

### **4.2.1 Arrangement and description**

It is essential for the archival collection to be arranged and described in order for the public and agencies can access records of interest. State Records, like other Australian archival institutions, uses the 'series system' to achieve this. This system provides information about what agency created the record, its subject, format and when it was created.

During 2011-12, 82 new Agencies and 478 new Series were registered and approved. A further 140 existing Series were improved, half of which occurred as a result of the Collinswood Records Relocation Project. Over 170 400 new record items were catalogued and added to the ArchivesOne database.

### **4.2.2 Conservation and repair**

The collection includes records dating back to 1834. Some are fragile due to their age while others due to being accessed regularly by the public and agencies. Records received into the collection can also be in poor condition if they have been recovered from

inadequate storage facilities. State Records applies a range of strategies to ensure the records will be available for future reference.

Interim preservation measures for improving storage conditions of records is undertaken on an ongoing basis, comprising re-boxing and or re-packaging of records.

State Records digitises archival records where continued access to the original would threaten its survival. This enables customers to meet their needs by viewing the digitised image while protecting the original.

State Records continues to identify and list records requiring conservation when they are accessed by the public and agencies. This provides an inventory of records requiring conservation treatment.

In the reporting year ArtLab completed conservation treatments for “treasures” within the collection that exhibited wear and tear due to the record’s age, use and fragility. This included: stabilising bindings; repairing text blocks; support stabilisation; and protective housing. These records included:

- Pressed letter books – Copies of outgoing letters from Charles Todd 1866-1880 – GRG154/26
- Field note books of G W Goyder as Assistant Surveyor General, later Surveyor General 1856-1893 – GRG35/256
- Field note books of A B Cooper as Deputy Surveyor General 1865-1873 – GRG35/257.

### **4.3 Disposal of records**

Agencies can only dispose of official records in accordance with a disposal determination made by the Director State Records that has been approved by the State Records Council. These determinations are documented in disposal schedules that link official records to disposal timeframes.

There are two main types of disposal schedules:

- General Disposal Schedules (GDS) that cover functions and related records common to a number of agencies (eg GDS 15 for State Government agencies); and
- Records Disposal Schedules (RDS) that cover functions and related records specific to an individual agency.

Prior to the destruction of records of temporary value agencies must first seek approval from State Records. This is achieved through the submission of Intention to Destroy Records Reports (ITDRR). In 2011-12 there was a 12% decrease in the number of ITDRR received by State Records (from 1410 in 2010-11 to 1239 in 2011-12). The decrease is attributed to agencies undertaking systematic disposal programs where larger quantities of records included in reports.

In 2011-12 agencies were reminded of the importance of disposing of official records in a timely fashion and of the inefficiencies of retaining records longer than the legally mandated requirement.

State Records finalised the review of disposal processes used across government. The review highlighted a number of options that could improve the efficiency of the processes associated with the disposal of official records. In the upcoming year State Records will implement two of these initiatives, the first relates to improving the ITDRR process and

the second to the retention periods applied to official records through General Disposal Schedules.

#### 4.4 Indexes and Finding Aids

Indexes to the collection of archival records in the repository are published to assist the public and agencies efficiently access the records they need. The most comprehensive and most used index is the online collection catalogue ArchivesSearch which is accessible via the State Records website. ArchivesSearch enables the public and agencies to identify and order records from ArchivesSearch for viewing. ArchivesSearch, however, was designed to function with the Internet Explorer browser only, limiting access for those users that use alternate web browsers and devices such as iPhones and iPads.

A new series of researcher guides, that are based on State Records' popular printed family history guide, *Ancestors in Archives*, are being developed and are gradually becoming available online.

#### 4.5 Access

The records of State and Local government are accessed in a variety of ways. When records are transferred to State Records the agency responsible provides a determination about the accessibility of the record. They can be open for viewing by the public, closed to access, or they may require an approach to the agency to gain approval. Access to permanent records in the State's repository, including the supply of copies, is provided at the South Australian Archives Centre in the city and the State Records Research Centre at Gepps Cross. Agencies also release information and records routinely over the counter, by post and via their websites. They also provide access to records in response to applications under the *Freedom of Information Act 1991*.

The records of government can assist with: establishing personal entitlements; tracing family history; researching government policy development and implementation; discovering evidence for court proceedings; and researching historical information.

Feedback from visitors on the services offered by State Records and the National Archives of Australia at the South Australian Archives Centre in the city has continued to be very positive. Being able to access the archival records of Commonwealth, State and Local government at the one location has been a major improvement.

In recent years the growth in television programs featuring stories about celebrities discovering information about their forebears, often with the assistance of official government records, continues to encourage the public to research their family history. This year State Records featured in an episode of *Who Do You Think You Are?* and contributed to an episode of *Who's Been Sleeping In My House?*

Records held in the collection have featured in street art around Adelaide and images from the collection have continued to be placed on the online application Flickr.

The demand from the public for digitised images of records has outgrown the demand for photocopies. A self-help camera arrangement has been set up in the Research Centre at Gepps Cross for researchers to use. The introduction of this free service has been positively received by the public.

Key statistics relating to access:

	2009-10	2010-11	<b>2011-12</b>
Visits by the public	3 100	3 219	<b>3 012</b>
Records retrieved for viewing by the public in the Research Centres	7 352	6 530	<b>5 098</b>
Records viewed on microfilm/microfiche by the public	3 995	3 049	<b>2 755</b>
Enquiries from the public by telephone, email and letter	4 756	5 420	<b>5 514</b>
Records retrieved for viewing by an agency within the agency	12 654	9 240	<b>8 213</b>
Records retrieved for viewing by an agency in the Research Centres	462*	956*	<b>1 264</b>
Number of digital images created of items in the collection	n/a	4 111	<b>4 166</b>

\*Figures not included in previous annual reports.

The steady flow of requests for access to the official records in the State's archival collection is reinforced by this year's statistics. While numbers can fluctuate over time due to particular events such as formal investigations and legal cases, the underlying demand for access continues. There is a continuing trend for requests for access to be initiated through email and the State Records website – reinforced by the number of digital images created during 2011-12.

## **4.6 Records related to Aboriginal people**

The State's archives collection contains many unique records documenting interactions between Aboriginal people and government. These records are a valuable resource for research related to Native Title, the Stolen Generation and for Aboriginal people interested in tracing their family history.

In line with the State Government's response to the *Bringing Them Home Report*, State Records continued through the year to examine the archival records related to Aboriginal people and load key search data into the Aboriginal Information Management System. This improves the chance and efficiency of finding relevant records that can help with family re-unification. It was particularly pleasing this year to complete work on the records that contain the richest source of information about Aboriginal people, the correspondence series of the Aborigines Office and its successors.

During the year, State Records provided assistance to UNISA for two new courses that focus on the history of Aboriginal people post European settlement. State Records identified, and facilitated access to, relevant archived records. Students are subsequently more aware of the value of using archival records for historical research. Visits to State Records by course students have also been scheduled.

## 4.7 Records management advice and assistance

### 4.7.1 South Australian Government Records Management Strategy

During 2011-12 State Records finalised the revision of the South Australian Government Records Management Strategy (the Strategy). The Strategy was approved by the Chief Executive, Department of the Premier and Cabinet and has subsequently been noted by Cabinet.

The Strategy provides across-government direction for the management of public sector records and guidance to agencies on how to progressively improve the management of these records. It recognises that the principles of trust, management and access underpin best practice records management.

The Strategy establishes a series of goals and actions that reflect the needs of government, legislative requirements and citizen expectations. The Strategy also responds to the results of surveys into the records management practices of agencies that occurred in 2009-10.

### 4.7.2 Training and Education

State Records delivers a range of training and education courses not available elsewhere in the State. The courses range from basic awareness to tertiary level and support records managers, archivists and support staff meet legislative and business requirements.

#### Basic awareness

State Records provides free online basic awareness training in records management and freedom of information.

During 2011-12 more than 320 people successfully undertook the online training. In many instances agencies use this training to supplement their in-house training or induction programs.

#### Operational training

State Records delivers a range of short courses that focus on practical and operational records and archival management skills. These include:

- General Disposal Schedule 15 for State Government Agencies in South Australia;
- General Disposal Schedule 20 for Local Government Authorities in South Australia;
- Disaster Preparedness Planning;
- Vital Records Protection;
- Record Series Identification and Transfer;
- Keyword AAA Thesaurus; and
- Using the Local Government Thesaurus.

Over 330 students successfully completed these courses during the year.

### Certificate program

Through a partnership with TAFE SA, State Records delivers the nationally accredited Vocational Education Training in Certificate III and IV in Recordkeeping. In March 2012, 30 students graduated from the program.

The 2012 intake consists of 28 students, 20 undertaking face-to-face study and 8 studying via correspondence.

### University education

In collaboration with the University of South Australia and the State Library of South Australia, State Records continues to support the Business Information Management (BIM) Program. The program enables students to gain an understanding of the information management profession as a whole through a unique blending of a number of inter-related disciplines. It is available online and includes experiential learning unmatched by other programs.

Now in its sixth year the program continues to be well attended. In 2012 there are 74 students participating from across Australia and overseas.

### On-line learning

State Records progressed the implementation of a new online learning system, Moodle, that will go live during 2012-13 and offer online learning capability as well as increased accessibility to State Records' courses for regional South Australia.

## **4.7.3 Assessment and Auditing**

Following the *Assessment Survey of Agency Records Management Practices* undertaken in 2009-10 agencies continue to provide State Records with plans outlining improvement actions they are taking. During 2011-12 action plans were received from 101 agencies. State Records will continue to follow up on the agencies that have not yet provided an action plan.

In 2012-13 State Records will be undertaking a series of audits of agencies to further assist the progressive improvement of records management practices across government.

## **4.8 Standards**

State Records develops standards, guidelines and information sheets to assist agencies meet their responsibilities under the Act and to provide best practice advice. The documents are subject to a comprehensive range of consultative processes.

The following documents were issued in the reporting year:

### **Strategies**

- South Australian Government Records Management Strategy (version 2.0)

### **Standards**

- South Australian Recordkeeping Metadata (version 4.3)
- Management of Official Records in a Business System (version 1.0)
- Functional Specification for Records in a Business System (version 1.0)

### **Guidelines**

- Adequate Records Management Resourcing (version 2.0)

### **Information Sheets**

- Technical Requirements for the Scanning of Official Records (version 1.0)
- Records Management Responsibilities for Ministerial Offices during the Caretaker Period and Post Election (version (2.1)
- Appraisal and Disposal (version 2.0)
- Onsite Storage of Temporary Value Records (version 2.0)
- Transferring Temporary Records to an Approved Service Provider (version 3.0)
- Day Batching of Official Records (version 3.0)

The following documents are to be issued in 2012-13:

### **Standards**

- Records Management (revised)
- Cloud computing (new)

### **Guidelines**

- Management of Web Records and Social Media (new)
- Assessment and Audit (new)
- Disposal and Transfer of Permanent Records (new)
- Management of Emails as Official Records (revised)
- Records Security (new)

### **Information Sheets**

- Amending Records Outside of the Freedom of Information Act (new)
- GDS21 Certification Process (new)
- Metadata Mapping (new)
- Management of Hybrid Files (new)

## 4.9 Promote awareness of State Records

State Records uses a variety of means to promote awareness of State Records and its functions, including: tours of the repository; information on the website; Web 2.0 applications; interactions with agencies; presentations at conferences; and delivery of workshops to the public. State Records is also involved in relevant across-government or Departmental committees and fora.

### Website

During the reporting year, the State Records website received nearly 3 520 000 hits from members of the public and agencies seeking information, an increase of 20 000 from the previous year. This increase has been focussed on training, “what’s new” articles and exhibition pages. Each day saw approximately 1 050 visitors to the site.

There were also close to 397 000 downloads from the website, the highest being from the information on adequate records management.

### Social Media

State Records continued to utilise social media technologies to assist in promotions. Of particular note, the following were digitised and added to State Records’ photostream Flickr site:

- 190 photographs from the official album of the Queen’s first visit to South Australia in 1954;
- a further 208 photographs of World War One servicemen, 111 on Remembrance Day 2011 and 97 on Anzac Day 2012 to commemorate the 97<sup>th</sup> anniversary of the Gallipoli landing; and
- numerous smaller sets of images relating to German immigration to South Australia, the South Australian Women’s Agricultural Bureau, the John Martin’s Christmas Pageant, a re-enactment of Proclamation Day in 1936 and South Australian Migrant Hostels.

Twitter continues to be used to promote Flickr projects and other activities undertaken by State Records as well as engage with the wider community.

State Records also expanded its presence on social media through the establishment of a YouTube channel and commenced drafting a Wikipedia entry. Use of these resources will be expanded during 2012-13.

### Tour / Visits

A successful tour of the Gepps Cross repository and Research Centre was held in 2011-12 as part of South Australia’s History Festival – *About Time*. Tours were also provided to government agency staff throughout the year with positive feedback received from participants.

State Records and National Archives of Australia worked in partnership on a number of public program events. These included a well-received presentation about railway records held in both collections, open house at the South Australian Archives Centre in Leigh Street for National Archives’ *Shake Your Family Tree Day* and an information booth at the 13<sup>th</sup> Australasian Congress on Genealogy and Heraldry. The latter was a successful event for State Records and more than two hundred Congress participants sought advice and resources from the booth.

Tertiary student groups undertaking Library and Information studies at TAFE, students from the Flinders University studying the history of film and Adelaide University students studying Aboriginal history visited State Records during the year to learn about the available services.

## **4.10 Other functions**

In accordance with section 7(j) of the Act, State Records has responsibilities for the administration of the *Freedom of Information Act 1991* (FOI Act), the Information Privacy Principles and the State's Copyright use agreements.

### **4.10.1 Freedom of Information**

State Records supports the Minister responsible for the administration of the FOI Act. This support includes policy and legislative advice, development of FOI related resources, FOI training and regular and adhoc reporting.

Key FOI initiatives undertaken by State Records during the reporting year included:

- conducting six Accredited FOI Officers Consultative Forums for State Government;
- delivering six Accredited FOI Officer training courses and six specialised FOI training sessions including participating in an FOI forum for Health agencies and Local Government with the Ombudsman of South Australia;
- revising a number of FOI guidelines and information sheets; and
- enhancing the reporting capabilities of the across government Freedom of Information Management System.

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2011-12*.

State Records provided advice to the Department of Planning, Transport and Infrastructure in regard to the establishment of the National Rail Safety Regulator in South Australia, specifically on the application of both the *State Records Act 1997* and the FOI Act.

### **4.10.2 Information Privacy**

State Records supports the Minister responsible for the administration of the South Australian Government's Information Privacy Principles (the IPPs), including supporting the Privacy Committee of South Australia (the Committee). The IPPs were introduced in July 1989 by means of *Cabinet Administrative Instruction 1/89*, issued as *Premier and Cabinet Circular No. 12*. The Director State Records is the Presiding Member of the Committee.

Key initiatives undertaken by the Committee during the reporting year included:

- providing advice on the development of privacy policies for the transport smartcard for South Australian public transport to be issued by the Department of Infrastructure, Transport and Planning;
- providing submissions on State and National law reforms with an impact on privacy, including proposed State laws against humiliating filming and a Commonwealth proposal for the establishment of a statutory cause of action for invasion of privacy;
- providing advice on the privacy arrangements for a number of national regulatory schemes;

- consideration of the Commonwealth Government’s Privacy Amendment (Enhancing Privacy Protection) Bill 2012; and
- participating in consultation on privacy aspects of the Commonwealth’s Personally Controlled Electronic Health Records legislation which commenced on 1 July 2012.

In addition to the Privacy Committee work, during the year, State Records established a project to develop Information Privacy Legislation for the South Australian public sector. Public consultation on a draft Information Privacy Bill is likely to occur in 2012-13.

For further information on the administration of the IPPs, please refer to the *Privacy Committee of South Australia Annual Report, 2011-12*.

#### **4.10.3 Copyright**

State Records has responsibility for negotiating and the ongoing administration of the State Government’s copyright use licence agreements with copyright collecting societies.

A licence agreement with Screenrights for the State Government’s use of sound and television broadcasts was finalised ready for execution in the new reporting year. Discussion has commenced with Copyright Agency on the development of a sampling survey to ascertain detail around the State’s use of print and electronic publications.

## **5. State Records Council**

The role and membership categories of the State Records Council (the Council) are described in section 9 of the Act. The Council’s two main functions are to:

- approve all records disposal determinations; and
- provide advice to the Minister responsible for the Act or the Director State Records on policies relating to records management or access to official records.

Other situations where Council is to be advised or consulted are the:

- development of standards;
- acceptance of non-official records into the custody of State Records; and
- withholding of access to records for preservation or administrative reasons.

The Council is required to meet at least every three months but in practice has a scheduled meeting at least once every two months. State Records provides executive officer support to the Council.

### **5.1 Composition**

The current Council is the fifth since the establishment of the Act. Members were appointed for a three-year term from 23 November 2010 to 22 November 2013. The Act prescribes membership requirements. Membership of the Council is shown below.

#### **Chair**

Michael Moore, *as a person with practical business experience.*

## Members

Margaret Anderson, Chief Executive of the History Trust of South Australia – *a historian nominated by the Minister to whom the administration of the History Trust of South Australia Act 1981 is committed.*

Peter Crush, Archival Consultant – *a person eligible for professional membership of the Australian Society of Archivists.*

Sue Vreugdenburg, Senior Information Officer, Australian Health Practitioner Regulation Agency – *a person eligible for membership of the Records and Information Management Professionals Australasia).*

Simon Froude, Manager Records Management Services, State Records of South Australia, Department of the Premier and Cabinet – *a chief executive of an agency nominated by the Commissioner for Public Employment, or delegate of the chief executive.*

Jane Fetherstonhaugh, Director of Finance and Community Services/Deputy CEO, District Council of Grant – *a person with experience in local government...nominated by the Local Government Association of South Australia.*

Gary Thompson, State Courts Administrator and Chief Executive Officer, Courts Administration Authority – *a person nominated by the Chief Justice of the Supreme Court.*

John Browne, Senior Academic Advisor, Indigenous Student Services Unit, University of South Australia City West – *an Aboriginal person engaged in historical research involving the use of official records, nominated by the Chief Executive of the administrative unit...that is under a Minister, responsible for the administration of the Aboriginal Heritage Act 1988.*

Susan Marsden, Historian – *a person who, as a member of the public, makes use of official records in the custody of State Records for research purposes.*

## 5.2 Functions

### 5.2.1 Approve disposal determinations

The Council approves timeframes for the disposal of official records following consideration of disposal recommendations made by the Director State Records. The instruments that document these timeframes are disposal schedules (refer 4.3).

During the reporting year Council approved twenty-six schedules.

Approval included the following schedules for the disposal of records more than 50 years old:

- RDS 2011/12 Version 1 Older than 50 years records of District Council of Loxton Waikerie
- RDS 2011/13 Version 1 Older than 50 years records of District Council of Robe
- RDS 2010/21 Version 1 Older than 50 years records of the former Corporation of Thebarton
- RDS 2011/17 Version 1 Older than 50 years explosives magazines records of SafeWork SA and Approval to Destroy Original of Letter Book, Superintendent of Explosives, Dry Creek Magazine, Volume 4
- RDS 2011/18 Version 1 Older than 50 years general correspondence records of the Supreme Court

- RDS 2011/25 Version 1 Older than 50 years records of District Council of Robe
- RDS 2011/28 Version 1 Older than 50 years outgoing letters of former District Council of Meningie.

Council also approved the following new schedules or new versions of existing schedules:

- RDS 2004/02 Version 2 Department of the Premier and Cabinet – Public Sector Workforce Relations (and predecessor agencies)
- RDS 2009/03 Version 2 Industrial Relations Court Commission & Tribunals (and predecessor agencies)
- RDS 2009/05 Version 2 Industrial Relations Court, Commission & Tribunals (and predecessor agencies)
- RDS 2011/02 Version 1 South Australian Film Corporation
- RDS 2011/05 Version 1 Department of Environment and Natural Resources (and predecessor agencies and functions)RDS 2011/07 Version 1 WorkCover Ombudsman
- RDS 2011/09 Version 1 State Library of South Australia - Public Library Services (and predecessor agencies)
- RDS 2011/11 Version 1 Department for Planning, Transport and Infrastructure - Land Services Group (and predecessor agencies)
- RDS 2011/15 Version 1 South Australian Asset Management Corporation (SAAMC) (and predecessor agencies)
- RDS 2011/16 Version 1 Use of GDS 26 for Royal Commissions and Commissions of Inquiry for Disposal of Records of the Layton Child Protection Review (defunct).
- RDS 2011/20 Version 1 Office for Racing
- RDS 2011/24 Version 1 Department for Communities and Social Inclusion – Housing SA
- RDS 2012/01 Version 1 ETSA Corporation (defunct) (and predecessor agencies)
- General Disposal Schedule (GDS 24) for Universities of South Australia 2nd Edition
- General Disposal Schedule (GDS 24) for Universities of South Australia 3rd Edition
- General Disposal Schedule (GDS 15) for State Government Agencies (8<sup>th</sup> edition)
- General Disposal Schedule (GDS 20) for Local Government Authorities (5<sup>th</sup> edition)
- Transfer of Ownership and Custody Schedule (TOCS) 2011/02 Version 1 Country Health South Australia Hospital Incorporated (CHSA)
- Transfer of Ownership and Custody Schedule (TOCS) 2012/01 Version 1 for City of Playford – Playford Children’s Centre

In addition, Council approved the following:

- Extension of the effective date of RDS 2000/12 for Public Hospitals in South Australia
- Extension of the effective date of RDS 2000/13 for Community Health and Special Needs Services in South Australia

- Reactivation of RDS 2002/18 Version 2, item 8.1 and RDS 1998/28 items 11.2 and 11.3 for a period of six months.

### **5.2.2 Advice to Minister or Director State Records**

No specific advice was provided to the Minister or Director State Records during the reporting period.

### **5.2.3 Consultation**

In accordance with section 7(h) of the Act, State Records consults with the Council on standards, strategies, policies or guidelines.

During 2011-2012 Council noted the following revised Strategies, Standards and/or Guidelines:

- Across Government Records Management Strategy
- Adequate Records Management Resourcing Guideline and Toolkit
- South Australian Recordkeeping Metadata Standard (SARKMS).

The Council also received briefings from State Records on a range of issues, including:

- 2011 machinery of government changes that had occurred throughout the State Government. Council noted the work being done by State Records to assist agencies and to document the administrative changes as they impacted on the archives collection.
- the capacity of the repository at Gepps Cross and the need for an additional repository to ensure sufficient ongoing storage for the State's archives collection. At the meeting on 6 December 2011 Council was advised that Cabinet had granted final approval for the leasing and fit-out of an additional repository at Collinswood.
- co-location arrangements between State Records and the Adelaide Office of National Archives of Australia.

## **6. Legislative Reporting**

### **6.1 Amendments**

There were no amendments to the Act.

### **6.2 Amendments to the State Records Regulation 1998**

Fees and charges prescribed by Regulation under the Act increased as of 1 July 2011, in line with the 2.9% Consumer Price Index. There were no further amendments made to the Regulations during the reporting year.

### **6.3 Alleged Breaches**

#### *Families SA*

A request was received from Families SA to review records management practices following the loss of a file that was ultimately returned to Families SA. Consistent with the requirements of the Act, State Records undertook a survey, which also took into account the Information Privacy Principles Instruction.

Following completion of the survey State Records advised Families SA of necessary improvements to their records management practices and informed the Privacy Committee of South Australia of the survey outcomes.

Consistent with the State Records report Families SA has provided an implementation plan outlining how it will address areas requiring improvement and will report progress made during 2012-13.

State Records will continue to provide assistance to Families SA to implement its recommendations.